North Central Texas
Council of Governments

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

REGIONAL REVIEW COMMITTEE GUIDEBOOK

2017-2018 Texas Community Development Block Grant Program

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PART I - INTRODUCTION

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS
REGIONAL REVIEW COMMITTEE
GUIDEBOOK

2017-2018 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The North Central Texas Regional Review Committee (RRC) Guidebook has been prepared in accordance with the TxCDBG Action Plan and the 2017-2018 Regional Review Committee Scoring and Training Guidelines for the Community Development Fund. The Guidebook provides eligible applicants from the North Central Texas Council of Governments (NCTCOG) region with the application guidelines necessary to be scored under the North Central Texas RRC scoring criteria.

Any questions regarding the RRC or the Guidebook should be directed in writing after the North Central Texas RRC Guidebook has been published on the website of the Texas Department of Agriculture (TDA) to:

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PART II
NCTCOG
Key Elements

1. The North Central Texas Council of Governments is designated as support staff to develop and disseminate the RRC Guidebook and will also serve as support staff to calculate the RRC scores and provide other administrative RRC support.

2. The maximum grant amounts for the region:

   - Single jurisdiction: $275,000.00
   - Multi-jurisdictions: $500,000.00

3. There are no set-asides for housing and non-border colonia projects.

PART III
SUMMARY OF NCTCOG RRC
OBJECTIVE SCORING CRITERIA

Total points by NCTCOG: **180 points**

1.   Project Type: **Total points 45**

   - Water, Wastewater, Septic Tanks, Water/Wastewater Yard Lines, Roads, Streets, and Drainage - **45 points**
   - All Other Projects - **15 points**

2.   Need/Distress: **Total points 67.5**

   - What is the poverty rate (poverty percentage) of the census geographic area? **Maximum points 30**
   - What is the per capita income of the census geographic area? **Maximum points 22.5**
   - What is the unemployment rate for the census geographic area based on the appropriate county data? **Maximum points 15**

3.   Resources: **Total points 67.5**

   - What is the applicant's match amount? **Maximum points 15**
   - What is the cost per beneficiary for the total beneficiaries covered by the project? **Maximum points 7.5**
   - Has the applicant been funded in the previous 3 Community Development/Community Development Supplemental (CD/CDS) Fund biennial application cycles? **Maximum points 30**
   - Is this project funding to provide first-time public water or first-time public sewer service? **Maximum points 15**

PART IV
NCTCOG RRC
OBJECTIVE SCORING CRITERIA

MAXIMUM TOTAL OBJECTIVE SCORE POSSIBLE: 180

* PROJECTS THAT INCLUDE MULTIPLE PRIORITY LEVELS MUST BE PRORATED BASED ON PERCENTAGE OF ALL TXCDBG DOLLARS.
* PROJECTS THAT INCLUDE MULTIPLE JURISDICTIONS – THE APPLICANT WITH THE LARGEST PERCENTAGE (%) OF BENEFICIARIES WILL BE CONSIDERED THE APPLICANT OF RECORD.

PROJECT TYPE/PRIORITY – Total Points 45

1. Project Type: Scoring Factor: (Maximum 45 Points)

What type of project is being submitted? (Water, wastewater, septic, and yard line projects have been given priority for the region. Septic and yard line projects include those on residential property; however, private water wells on residential property are excluded.)

1.	Water, Wastewater, Septic Tanks, Water/Wastewater Yard Lines, Roads, Streets, and Drainage	**45 points**
2.	All Other Projects	**15 points**

Methodology:

CD Application Table 1 will be reviewed to determine the appropriate project type category and points will be assigned. Projects that include multiple priority levels must be prorated based on percentage of TxCDBG dollars. Using as a base figure the TxCDBG funds requested minus the TxCDBG funds requested for administration, a percentage of the total TxCDBG construction and engineering dollars for each activity is calculated. (Engineering dollars will be assigned either on a pro-rata basis or on the actual dollars applicable to each activity.) Administration dollars requested is applied on pro-rata to these amounts. The percentage of the total TxCDBG dollars for each activity is then multiplied by the appropriate score and the sum of the calculations determines the score. Related acquisition costs are applied to the associated activity.

Data Source:
Information Needed from Applicant to Score:

Projects Submitted by Type:

   1.

   2.

   3.

NEED/DISTRESS – Total Points 67.5

1.   What is the poverty rate (poverty percentage)
      of the census geographic area?   **(Maximum 30 Points)**   SCORE ____

Methodology:

Poverty rate may be determined by reviewing the 2014 U.S. Census American Communities Survey 5 year estimate data for the census geographic area. Once this information is obtained for each applicant and the target area identified on the census map, the poverty rate for each applicant is calculated by dividing the total number of persons at or below the designated poverty level by the population from which poverty persons was determined. Once this has been determined, the average poverty rate of the applicants is determined by dividing the sum of all poverty rates by the number of applicants.

Next, a base is determined by multiplying the average poverty rate by a constant such as 1.25 to represent 125%. The poverty rate is then divided by the base for each applicant to determine their poverty factor.

Finally, to determine scores, the poverty factor for each applicant is multiplied by the total maximum allowable points. **Any applicants exceeding the total allowed points will be capped at the maximum.**

For example, a region has five applicants. The average rate of the five applicants is .2647. A constant of 1.25 is multiplied by the average poverty rate to determine the base. The poverty rate of each applicant is then divided by the base to determine their poverty factor. Finally, scores for each applicant are determined by multiplying the poverty factor by the maximum available points for this scoring criterion.

EXAMPLE

Applicant	Poverty Rate	Poverty Factor	Score
A	.1960	0.5925	17.7711
B	.4096	1.2382	30.0000
C	.2276	0.6880	20.6361
D	.3760	1.1366	30.0000
E	.1143	0.3455	10.3634

Average: 1.3235 / 5 = .2647   Base = 1.25 * .2647 = .3308

Any applicants exceeding the total allowed points will be capped at the maximum

If the target area(s) encompasses more than one census geographic area (such as two or more census tracts), the poverty rate shall be calculated as follows: the sum of the total number of persons at or below the designated poverty level of all census geographic areas in the target area divided by the sum of the total population from which poverty persons was determined of all census geographic areas in the target area.

Data Source: As Stated Below

Population and Poverty Rate: 2014 U.S. Census American Communities Survey 5 Year Estimate Table B17001
Census Geographic Area: 2010 Census Map

Information Needed From Applicant to Score:

Total Population of the Census Geographic Area: _____
Census Geographic Area Poverty Rate: _____
Target Area(s) Identified on Census Map(s):   attach map _____

2.   What is the per capita income of the census geographic area? **(Maximum 22.5 Points)**
       SCORE ____

Methodology:

Per capita income may be determined by reviewing the 2014 U.S. Census American Communities Survey 5 year estimate data for the census geographic area. Once this information is obtained for each applicant and the target area identified on the census map, the average annual per capita income is calculated by dividing the sum of all annual per capita incomes by the total number of applicants.

Next, a base is set to provide a constant for the equation. The base is calculated by multiplying the average per capita income by a set number such as .75 to represent 75%. The base is then divided by the annual per capita income for each applicant. This number is referred to as the annual per capita income factor.

Finally, to determine the score for each applicant the annual per capita income factor is multiplied by the total maximum allowable points. Any applicants exceeding the total allowed points will be capped at the maximum.

For example, a region has five applicants. The average annual per capita income of the five applicants is $34,200. A constant of .75 is multiplied by the annual average per capita income to determine the base (25,650). The base is then divided by the annual per capita income of each applicant to determine their per capita income factor. Finally, scores for each applicant are determined by multiplying the per capita income factor by the maximum available points for this scoring criterion.

(Example continues on next page.)

EXAMPLE

Applicant	Per Capita Income PCI	PCI Factor	Score
A	$36,000	.7125	16.0313
B	$32,000	.8016	18.0352
C	$33,500	.7657	17.2276
D	$34,000	.7544	16.9743
E	$35,500	.7225	16.2570
	$171,000		

Average: 171,000 / 5 = 34,200   Base = .75 * 34,200 = 25,650

Any applicants exceeding the total allowed points will be capped at the maximum

If the target area(s) encompasses more than one census geographic area (such as two or more census tracts), the per capita income shall be calculated as follows: the sum of Aggregate Income in the 5 year estimate (B19313) of all census geographic areas in the target area divided by the sum of the Total Population (P1) of all census geographic areas in the target area.

Data Source: As Stated Below

Per Capita Income for the Census Geographic Area: 2014 U.S. Census American Communities Survey 5 Year Estimate Data Table B19301
OR
If the geographic area contains more than one census tract: Table P1 - Dataset: 2010 SF1 100% Data and American Communities Survey Data Table B19313
Census Geographic Area: 2010 Census Map

Information Needed From Applicant to Score:

Per Capita Income for Census Geographic Area: _____
Target Area(s) Identified on Census Map(s): _ attach map_____

3.   What is the unemployment rate for the census geographic area
       based on the appropriate county data? **(Maximum 15 Points)**   **SCORE ____**

Methodology:

The unemployment rate for the census geographic area may be determined by reviewing county data from the Tracer section of the Texas Workforce Commission's website. Next, the average unemployment rate of the applicants is determined by dividing the sum of all unemployment rates by the number of applicants.

Next, a base is determined by multiplying the average unemployment rate by a constant such as 1.25 to represent 125%. The unemployment rate is then divided by the base for each applicant to

determine their unemployment factor.

Finally, to determine scores, the unemployment factor for each applicant is multiplied by the total maximum allowable points. **Any applicants exceeding the total allowed points will be capped at the maximum.**

For example, a region has five applicants. The average unemployment rate of the five applicants is .2647. A constant of 1.25 is multiplied by the average unemployment rate to determine the base (0.3308). The unemployment rate of each applicant is then divided by the base to determine their unemployment factor. Finally, scores for each applicant are determined by multiplying the unemployment factor by the maximum available points for this scoring criterion.

EXAMPLE

Applicant	Unemployment Rate	Unemployment Factor	Score
A	.1960	0.5925	8.8855
B	.4096	1.2382	18.5690
C	.2276	0.6880	10.3181
D	.3760	1.1366	17.0457
E	.1143	0.3455	5.1817

Average: 1.3235 / 5 = .2647   Base = 1.25 * .2647 = .3308
** Any applicants exceeding the total allowed points will be capped at the maximum**

Data Source: TWC Tracer for 2015 Annual Data as Provided on the TDA Website

Information Needed From Applicant to Score:

Census Geographic Area Unemployment Rate for 2015 Annual Data
(to be available approximately 30 days prior to the application deadline)

RESOURCES (MATCH/COST EFFECTIVENESS/FINANCIAL CAPACITY)
TOTAL POINTS 67.5

1.   What is the applicant's match amount? **(Maximum 15 Points)**   **SCORE ____**

Applicant(s) population equal to or less than 1,500 according to 2010 Census:
*   Match equal to or greater than 5% of grant request   **15 points**
*   Match at least 4% but less than 5% of grant request   **12 points**
*   Match at least 3% but less than 4% of grant request   **9 points**
*   Match at least 2% but less than 5% of grant request   **6 points**
*   Match less than 2% of grant request   **0 points**

Applicant(s) population equal to or less than 3,000 but over 1,500 according to 2010 Census:
*   Match equal to or greater than 10% of grant request   **15 points**
*   Match at least 7.5% but less than 10% of grant request   **12 points**
*   Match at least 5% but less than 7.5% of grant request   **9 points**
*   Match at least 2.5% but less than 5% of grant request   **6 points**
*   Match less than 2.5% of grant request   **0 points**

Applicant(s) population equal to or less than 5,000 but over 3,000 according to 2010 Census:
*   Match equal to or greater than 15% of grant request   **15 points**
*   Match at least 11.5% but less than 15% of grant request   **12 points**
*   Match at least 7.5% but less than 11.5% of grant request   **9 points**
*   Match at least 3.5% but less than 7.5% of grant request   **6 points**
*   Match less than 3.5% of grant request   **0 points**

Applicant(s) population over 5,000 according to the 2010 Census:
*   Match equal to or greater than 20% of grant request   **7.5 points**
*   Match at least 15% but less than 20% of grant request   **0 points**
*   Match at least 10% but less than 15% of grant request   **0 points**
*   Match at least 5% but less than 10% of grant request   **0 points**
*   Match less than 5% of grant request   **0 points**

Methodology:

If the project is for beneficiaries for the entire county, the total population of the county is used. If the project is for activities in unincorporated areas of the country with a target area of beneficiaries, the population category is based on the unincorporated residents for the entire county. For county applications addressing water and sewer improvements in unincorporated areas, the population category is based on the actual number of beneficiaries to be served by the project activities. If the project serves beneficiaries for applications submitted by cities, the total city population is used.

Projects that include multiple jurisdictions – the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record.

Data Source (Applicant must provide information and attach documentation to support data source):
Applicant Match: SF 424 and Resolution; if match is coming from a third party and not a city/county, letters of commitment from third-party sources to document match contributions
Applicant Population: Table P1 - Dataset: 2010 SF1 100% Data
County Unincorporated Water/Sewer Beneficiaries: CD Application Table 1 Verified by TDA

Information Needed From Applicant to Score:

Applicant Population: _____

County Unincorporated Water/Sewer Beneficiaries: _____

Applicant TxCDBG Amount: $_____

Applicant Match from All Sources: $_____

2.   What is the cost per beneficiary for the total beneficiaries covered by the project?
                (Maximum 7.5 Points)   **SCORE ____**

Methodology:

The applicant's cost per beneficiary is determined by dividing the total TxCDBG project amount by the total number of beneficiaries (TxCDBG Project Amount / Total Beneficiaries) covered by the project. Points will be assigned based on the applicable scoring category.

Applicant(s) cost per beneficiary points:
 - Cost per beneficiary less than or equal to $5,000   **7.5 points**
 - Cost per beneficiary greater than $5,000   **0 points**

EXAMPLE

Applicant	Project Amount	Total Beneficiaries	Cost Per Beneficiary	Total Score
Applicant A	$350,000.00	3,500	$100.00	5
Applicant B	$350,000.00	120	$2,917.00	5
Applicant C	$350,000.00	60	$5,833.00	0
Applicant D	$350,000.00	1,000	$350.00	5

Data Source: CD Application Table 1 Verified by TDA

Information Needed From Applicant to Score:

Total No. of Beneficiaries: _____

Total Project Amount TxCDBG Only: $_____

3. Has the applicant been funded in the previous 3 Community Development/Community Development Supplemental (CD/CDS) Fund biennial application cycles (2011-2012, 2013-2014, or 2015-2016)? **(Maximum 30 Points)** **SCORE ____**

Methodology:

Data source documentation will be reviewed and points will be assigned. Multi-jurisdiction applications will be scored based on whether the same multi-jurisdiction applications were funded in 2011-2012, 2013-2014, or 2015-2016.

Has the applicant been funded in the 3 previous CD/CDS cycles?   **No**   **30 points**

If funded one (1) time in 3 previous CD/CDS cycles   **22.5 points**
If funded two (2) times in 3 previous CD/CDS cycles   **15 points**
If funded three (3) times in 3 previous CD/CDS cycles   **7.5 points**

Data Source: TDA Tracking System Report

Information Needed From Applicant to Score:

Funded in previous 1, 2, or 3 CD/CDS cycles:

2011-2012	**2013-2014**	**2015-2016**
Yes ____ No ____	Yes ____ No ____	Yes____ No____
List Contract No.	List Contract No.	List Contract No.
_____	_____	_____

4.   Is this project funding to provide first-time public water or first-time public sewer service?
      (Maximum 15 Points)   **SCORE ____**

      Yes ____   No ____

Methodology: Data source documentation will be reviewed and points will be assigned.

      More than 25 first-time public water or sewer service connections   **15 points**
      11 to 25 first-time public water or sewer service connections   **7.5 points**
      1 to 10 first-time public water or sewer service connections   **3 points**

Data Source: CD Application Table 1 Verified by TDA

Information Needed From Applicant to Score:
No. of First-Time Connections: ____